

CONTRACT DELIVERABLE DESCRIPTION

Deliverable Number:	TM02
Title/Description:	Task Management Plan (TMP)
Frequency of Submission:	See Remarks
Number of Copies:	10 + Magnetic Media
First Submission Due:	See Remarks
Subsequent Submissions Due:	As required, following approval of a Resource Estimate (FN07)
Government Acceptance Required:	Yes
Government Response Due:	Ten (10) working days after receipt
Remarks:	For Level of Effort (LOE) Task Orders, a Task Management Plan shall be prepared by the contractor within thirty (30) calendar days after Government approval of a Task Description. For Discrete Task Orders, a Task Management Plan shall be prepared within ten (10) calendar days of the Government providing an Activity Description download.
Format/Content Requirements and Instructions: <p>A Task Management Plan (TMP) shall be prepared by the contractor to describe the work scope, schedule, technical requirements, and resources required for the performance of each Task Order proposed by either the Government or the contractor.</p> <p>The TMP shall fully describe the technical scope, schedule, resources, and costs associated with executing a Task Order.</p> <p><u>Preparation Instructions:</u></p> <p>The TMP shall, as a minimum, consist of the following:</p> <p><u>Section 1. Introduction</u></p> <p>The Introduction shall consist of the following:</p> <ul style="list-style-type: none"> -- A brief description of the Scope of the Task Order and the Period of Performance -- Identification of the applicable Statement of Work reference from Section C of the Contract that applies to the effort described in the TMP <p>FORMAT/CONTENT REQUIREMENTS AND INSTRUCTIONS (Continued)</p>	

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- Responsibility Assignment Matrix for the Task Order, at the task level
- Task Management Plan organization.

Section 2. Task Description

The Task Description section shall consist of the following:

- A brief introduction to the technical effort.
- Assumptions that may be appropriate to the effort. Every attempt will be made to include assumptions and constraints in the task descriptions.
- Work Breakdown Structure (WBS).
- Task-by-Task Description and Schedule.
 - For LOE Task Orders, descriptions will be provided that include an Objective, Task-level Assumptions/Constraints. Descriptions of the Activities identified in the WBS, Deliverables, Schedule, Task Manager, PTO Dependencies, and Other Task Dependencies. The Task Order schedule will normally be the period of performance for the Task Order.
 - For Discrete Task Orders, the descriptions will consist of the Network Activity Descriptions provided by the PTO in a download of activity network and narrative description data. Schedule information will be included with the individual Activity Descriptions and baselined activity network.

The Task Order schedule will serve as the baseline against which Task Order schedule performance will be reported in contract deliverable FN01 (Monthly Status Report).

Section 3. Cost Proposal

An estimate of contractor and subcontractor (if a subcontractor is utilized) labor hours and costs shall be provided with each TMP. Resource estimates shall be provided at the task level for each month of the task period of performance. Contractor labor requirements shall be expressed in staffhours required by labor category. If a subcontractor is used, subcontractor requirements shall be expressed in total staffhours required per task.

The Cost Proposal section shall consist of the following:

- Pricing Assumptions, including direct and indirect rate references (not the specific rates will not be included in the TMP), accounting calendar
- Facilities Capital Cost of Money (FCCOM) calculation at the total Task Order level
- Task Order Level

FORMAT/CONTENT REQUIREMENTS AND INSTRUCTIONS (Continued)

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- Task Order costs by cost element by month
- Task Order labor hours by month (roll-up labor categories)
- Task Order labor hours by month (detailed labor categories)
- Supporting Schedules for Documentation, Other Direct Costs, Local Travel, Distant Travel, and Bill of Materials
- Task Level
 - Task costs by cost element by month
 - Task labor hours by month (roll-up labor categories)
 - Task labor hours by month (detailed labor categories)

The Task Order cost estimate will serve as the baseline against which Task Order actual costs will be reported in deliverable FN01, Monthly Status Report.

Mechanized Data Submissions

The contractor shall submit cost proposal information in accordance with the data format attached.

Section 4. Contract Deliverables

The contractor shall, in the TMP, reference the appropriate contract deliverable number and title from the contract Statement of Work for all deliverables to be provided during the course of Task Order execution. Deliverables may be tailored, subject to PTO approval, by the contractor to meet any unique Task Order requirements. In the event that a description of the proposed data deliverable is not contained in the Contract Statement of Work, the contractor shall provide a recommended description to be approved by the PTO and incorporated in the contract Statement of Work through a modification to the contract.

The Contract Deliverables section shall consist of the following:

- CDRL Number
- Deliverable Title
- Task/Activity Number
- Program Code, as applicable
- Delivery Date

Mechanized Data Submission

The contractor shall submit contract deliverables information in accordance with the attached format.

Task Order Budget Download Requirements (TM02)**May 1999**

This document explains the requirements for submitting task order budget data electronically. An example of the format is provided.

Overview

1. A budget download is submitted with each approved Task Management Plan (TMP).
2. A hard copy of the TMP must accompany the download for data verification.
3. The download must be submitted as a flat ASCII data file in Comma Separated Values (.csv) format and cannot contain any special word processing or other characters.
4. No double or single quotes (“,”) are to be present in the file.
5. Each line in the file represents one fiscal year’s worth of dollars or hours for a given task, year, contractor, and cost element combination.
6. The file must contain the entire budget for the task order.

File Naming Convention

Each file must be named using the following convention:

`<code><task order code>.<month><day>`

- The `<code>` identifies the contractor submitting the file.

SMIT signifies Smith Technology Corporation

- The `<task order code>` is a four digit code and does not contain a dash. For example, use “9713” for task order 97-13 or “9701” for 97-01.
- The month and day combination identify the effective date of the Task Management Plan.

The `<month>` must be a single character: numeric for the first nine months, and alphabetic for the last three months, of the calendar year. For example:

January	1
February	2
March	3
April	4
May	5
June	6
July	7
August	8
September	9
October	O (the letter O, not the number 0)
November	N
December	D

The <day> is a two digit number identifying the day of the month.

For example: SMIT9701.811 Budget for 97-1, effective August 11th, from Smith
 SMIT9713.D01 Budget for 98-13, effective December 1st, from Smith

File Data

The first line of the file must be a comment indicating the effective date of the Task Management Plan. Use a pound sign (#) to start the comment line.

For example: #Effective 8/11/97

Each budget record is a single line containing 12 monthly dollar or hour values; each line consists of a total of 17 fields, separated by commas, as follows:

1. Data Type Flag Either D (dollar values) or H (Hour values)
 2. Task Number Example: 97-13.01 (include the dash)
 3. Fiscal Year Format YYYY, i.e., 1997
 4. Contractor Code A complete list of contractor codes is available from your COTR. This field differentiates between prime and subcontractor efforts. A null value indicates the prime contractor; however, a comma must be provided as a place holder for the value.
 5. Cost Element Code A complete list of cost element codes is available on pages 15 and 16.
- 6-17 Budget values for each month of the fiscal year, starting with the October value. Do not use commas, dollar signs, or spaces in the values. Negative numbers are not allowed. An example of a series of budget values follows:

0.00,9064.88,12000.22,15000.65,0.00,etc...

Example:

D,99-01.01,1999,PRCS,01,0.00,263.59,3183.84,0.00,1382.30,1202.00,0.00,0.00,0.00,0.00,0.00
 H,99-15.01,1999,PRCS,02,159,52,27,00,00,00,45,58,00,00,00,00
 D,99-23.01,1999,PRCS,38,327.00,536.44,245.88,434.27,0.00,0.00,0.00,0.00,0.00,0.00,0.00
 D,99-12.01,1999,PRCS,39,0.00,323.47,563.78,454.18,115.86,265.38,79.86,25898,909.65,0.00,0.00,0.00

Corrections

If a contractor needs to re-submit a revised or corrected file, re-submission will be accepted provided the corrected file contains the entire budget for the task order and accompanies the new hard copy TMP.

CDRL Download Requirements (TM02)**July 1997**

The PTO tracks contract deliverables using the Automated Program Management System (APMS). Specifically, an APMS application called the Product Deliverables Acceptance Management System (PDAMS) is used to enter, update, report, and archive information about each contract deliverable.

Whenever a Task Management Plan (TM02) is accepted for a new Task Order, the contractor provides a CDRL Download, an electronic file listing all scheduled deliverables for that Task Order. The download must be provided before any other deliverables are submitted for that Task Order. The information contained in the download is loaded to the PDAMS database; it is then updated by the PTO as each deliverable is received.

This document explains how to prepare a CDRL Download file.

A. File Format

- ASCII data with Comma Separated Values
- Quotation Marks surrounding the values are optional
- No spaces are permitted within the values, except within the title
- No commas are allowed within any value, *including the title*
- Each line represents ONE record and must contain values or place holders for all ten of the data elements identified in section C.

B. File Naming

- Format: **cdrl**<task order code>.<first 3 chars of contractor code>
- Omit any dashes from the task order code. Example: **cdrl9520.SMI**
- See your COTR if you do not know your contractor code. SMITH contractor code is SMIT.

C. File Contents

The file is to contain *one* record for *each* scheduled deliverable. Deliverables that are submitted “As Required” are *not* included in the file.

If a deliverable is to be submitted multiple times, e.g., monthly, it is treated as multiple deliverables. In other words, the file will contain one record for *each* of the dates the deliverable is due.

The following fields are provided for each record/line of the file.

1. **New Record Flag** - must equal “NEW”. This is provided to support a planned capability to submit updated deliverable information. Not case sensitive.
2. **Deliverable ID** - unique identifier number from the contractor’s data base. This identifies which deliverables were provided via CDRL download; it also supports the planned capability to submit updated deliverables. This field holds up to eight alpha-numeric characters.

3. **Activity Code** - The TASK activity code (as opposed to the network activity code) with which the deliverable is associated. This code also identifies the Task Order and Task Code.

Example: 95-13.1.1.

4. **PE Code** - the NETWORK activity code (as opposed to the task activity code) with which the deliverable is associated. Provide a null value (“”) for LOE Task Order deliverables.

Example: “GLOPAT-100-022”

5. **Negotiated Labor** - the negotiated staff months associated with the network activity. A staff month is 21.5 days. Used for earned value calculations. Provide a null value (“”) for LOE Task Order deliverables.
6. **CDRL Code** - the deliverable category, e.g., “QA01”. A complete list of codes is available from the COTR.
7. **Title** - the title of the deliverable.
8. **Draft/Final Flag** - identifies the deliverable as “d” (Draft) or “f” (Final). Not case sensitive.
9. **Due Date** - the deliverable due date, in the format DD-MMM-YY or MM/DD/YY. *If the deliverable is not scheduled with a due date it should not be provided in the download.*
10. **Primary Deliverable Flag** - provide “y” if the deliverable represents completion of a network activity. Provide a null value (“”) if the deliverable is not a primary deliverable or is for an LOE Task Order.

D. Example

“NEW”, “1232”, “95-14.3.1”, “PTCSOM-OEM-130”, “1.7”, “GD16”, “Letter of Completion for Setup and Establish Configuration Management Control for OEMS”, “F”, “10/21/97”, “y”

E. Validations

The following must be true on each line, or the entire download file is rejected:

1. Column 1 *must* say “NEW” - capability to update revised deliverables is not yet because a unique key is required.
2. Column 2 *must* contain the Contractor’s deliverable ID (a unique numeric that the contractor assigns).
3. Column 3 *must* contain the task activity code.

The following must be true or the given line within the file is rejected:

1. Deliverable ID cannot already be present in the PDAMS database.
2. CDRL Code *must* be a valid code as stored in the PDAMS database.

SAMPLE

TOTAL COSTS
TASK ORDER LEVEL
TASK ORDER: 99-1 EXAMPLE TASK ORDER

GFY: 1995

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	GFY
<hr/>													
CONTRACTOR LABOR COSTS													
<hr/>													
FACILITY A													
LABOR CATEGORY A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LABOR CATEGORY B	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LABOR CATEGORY C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LABOR CATEGORY D	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LABOR CATEGORY E	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LABOR CATEGORY F	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL FACILITY A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL LABOR COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DOCUMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHERDIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MATERIAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
G&A/ODMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1995 TOTAL DOLLARS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL DOLLARS													0.00

SAMPLE

LABOR HOURS
TASK ORDER LEVEL BY GFY
TASK ORDER: 99-1 EXAMPLE TASK ORDER

GFY: 1995

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	GFY
<hr/>													
CONTRACTOR LABOR HOURS													
<hr/>													
FACILITY A													
LABOR CATEGORY A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LABOR CATEGORY B	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LABOR CATEGORY C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LABOR CATEGORY D	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LABOR CATEGORY E	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LABOR CATEGORY F	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTOR TOTAL HOURS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<hr/>													
1995 TOTAL HOURS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1995 CONTRACTOR STAFF MONTHS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL HOURS													0.00
GRAND TOTAL STAFF MONTHS													0.00

SAMPLE

**HOURS BY LABOR CATEGORY
TASK ORDER LEVEL
TASK ORDER: 99-1 EXAMPLE TASK ORDER**

GFY: 1995

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	GFY
<hr/>													
FACILITY A													
<hr/>													
LABOR CATEGORY A													
COM-PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL: CATEGORY A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LABOR CATEGORY B													
COM-SENIOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL: CATEGORY B	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LABOR CATEGORY C													
COM-MID LEVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL: CATEGORY C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LABOR CATEGORY D													
COM-ASSOCIATE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL: CATEGORY D	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

SAMPLE

**HOURS BY LABOR CATEGORY
TASK ORDER LEVEL
TASK ORDER: 99-1 EXAMPLE TASK ORDER
(Page 2)**

GFY: 1995

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	GFY
<hr/>													
LABOR CATEGORY E													
COM-ASSISTANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL: CATEGORY E	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LABOR CATEGORY F													
NON-SR-SECRETARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL: CATEGORY F	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1995 TOTAL DOLLARS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL HOURS													0.00

SAMPLE**DOCUMENTATION
TASK ORDER LEVEL****TASK ORDER: 99-1 EXAMPLE TASK ORDER**

ACTIVITY	MONTH	CDRL	TYPE	DOCUMENT NAME	PAGES	ART PAGES	FOLDOUT PAGES	VOLUMES	INTERNAL COPIES	CLIENT COPIES	TOTAL COST
99-1.1.1	JUL 95	N/A	F	SAMPLE	0	0	0	0	0	0	0.00
GFY 1995 TOTAL TASK: 99-1.1											0.00

TOTAL DOCUMENTATION FOR TASK: 99-1.1	0.00
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TOTAL DOCUMENTATION FOR TASK ORDER: 99-1

0.00

SAMPLE

OTHER DIRECT COSTS
TASK ORDER LEVEL
TASK ORDER: 99-1 EXAMPLE TASK ORDER

ACTIVITY	MONTH	ITEM NAME	QUANTITY	UNIT	COST PER UNIT	COST
99-1.1.1	JUL 95	ODC EXAMPLE	0	0	0.00	0.00
GFY 1995 TOTAL FOR TASK: 99-1.1						0.00

TOTAL OTHER DIRECT COSTS FOR TASK: 99-1.1	0.00
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TOTAL ODCs FOR TASK ORDER: 99-1

0.00

SAMPLE

LOCAL TRAVEL
TASK ORDER LEVEL
TASK ORDER: 99-1 EXAMPLE TASK ORDER

<u>ACTIVITY</u>	<u>MONTH</u>	<u># TRIPS</u>	<u>R/T MILES</u>	<u>PARKING FEE</u>	<u>TOLL</u>	<u>COST</u>
99-1.1.1	JUL 95	1	0.00	0.00	0.00	0.00
GFY 1995 TOTAL FOR TASK: 99-1.1						0.00

TOTAL LOCAL TRAVEL FOR TASK: 99-1.1	0.00
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TOTAL LOCAL TRAVEL FOR TASK ORDER: 99-1 0.00

SAMPLE

DISTANT TRAVEL
TASK ORDER LEVEL
TASK ORDER: 99-1 EXAMPLE TASK ORDER

ACTIVITY	MONTH	FROM	TO	# TRIPS	# PEOPLE	# DAYS	# NIGHTS	# CARS	# CAR DAYS	RENTAL FEE	PER DIEM	HOTEL	AIR FARE	COST
99-1.1.1	JUL 95	HERE	THERE	0	0	0	0	0	0	0.00	0.00	0	0.00	0.00
GFY 1995 TOTAL TASK: 99-1.1														0.00

TOTAL DISTANT TRAVEL FOR TASK: 99-1.1	0.00
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TOTAL DISTANT TRAVEL FOR TASK ORDER: 99-1 0.00

SAMPLE**BILL OF MATERIALS****TASK ORDER LEVEL****TASK ORDER: 99-1 EXAMPLE TASK ORDER**

<u>ACTIVITY</u>	<u>MONTH</u>	<u>ITEM NAME</u>	<u>QUANTITY</u>	<u>PARKING UNIT</u>	<u>PER UNIT</u>	<u>COST</u>
99-1.1.1	JUL 95	MATERIAL EXAMPLE	0	0	0.00	0.00
GFY 1995 TOTAL FOR TASK: 99-1.1						0.00

TOTAL MATERIAL FOR TASK: 99-1.1						0.00
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TOTAL MATERIAL FOR TASK ORDER: 99-1						0.00
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SAMPLE

Contract Task Order Accounting Cost Element Codes

September 16, 1998

These codes are used to identify hours and/or dollars as appropriate.

Labor Codes

- * 01 Program Manager
- 02 Project Manager
- 03 Principal Transition Project Manager

- 04 Principal Software Engineer
- * 05 Senior Software Engineer
- * 06 Junior Software Engineer

- * 07 Senior Communications Engineer
- * 08 Operations Research Analyst

- * 09 Principal Systems Engineer
- * 10 Senior Systems Engineer

- 11 Principal Information Engineer
- 12 Principal Business Process Engineer
- 13 Senior Info Engineer /Bus Pro Engineer
- 14 Junior Info Engineer /Bus Pro Engineer

- 15 Database Specialist
- 16 Senior Info Systems Specialist
- 17 Junior Info Systems Specialist

- 18 Principal Systems Analyst/ Programmer
- * 19 Senior Systems Analyst/ Programmer
- * 20 Junior Systems Analyst/ Programmer
- 21 Systems Programmer

- * 22 Subject Matter Specialist
- 23 Library Scientist or Computer Specialist
- * 24 Technical Writer/Editor
- * 25 Administration and Clerical Staff

- 26 Senior Business Support Admin
- 27 Junior Business Support Admin

- 28 Reserved
- 29 Reserved

- * 50 Principal Systems Architect

- * 55 Principal IT Security Engineer
- * 56 Senior IT Security Engineer

- * 60 Principal Network Engineer
- * 61 Senior Network Engineer
- * 62 Junior Network Engineer

- * 65 Acquisition Support Staff